

**Directorate General Fire Services,
Civil Defence and Home Guards
(Ministry of Home Affairs, Govt. of India)**

EOI for Hiring of Consulting services

Directorate General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, Govt of India invites sealed Expression of Interest (EOI) from Consulting agency for Hiring of Consulting Services for Bid Process Management to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India.

Interested Agencies may refer to DG FS CD & HG website www.dgfscdhg.gov.in for detailed advertisement and Terms of reference on EOI.

The last date of receipt of applications is 21 days from the date of publication of this advertisement in the newspaper.

**Director General
FS, CD & HG
MHA, Govt of India**

CBC 19127/11/0002/2223

**Expression of Interest (EOI) for
Hiring of Consulting Services for Bid Process Management
to select the potential consulting / auditing agency to carry out Civil Defence Preparedness
Audit/Assessment of Bordering and Coastal States of India**

Directorate General Fire Services, Civil Defence and Home Guards

Ministry of Home Affairs, Govt of India

East Block-7, Level 7, Sector -1

RK Puram, New Delhi – 110066

Date: 11 January 2023

INDEX

S. No.	Contents	Page No.
1.	Text of Advertisement Invitation For Expression of Interest	3
2.	Letter of Invitation	4
3.	Background	5
4.	Aims & Objectives	5
5.	Venue & Deadline for Submission of Proposal	5
6.	Validity of Offer	6
7.	Term of Reference	6 /Annexure-I
8.	Instructions to Consultants	6
9.	Qualification Criteria	6
10.	Evaluation Criteria & Method of Evaluation	8
11.	Response	8
12.	Conflict of Interest	8
13.	Condition under which EOI is issued	8
14.	Last Date of submission of EOI	8
15.	FORMATS	
i)	Format - 1	9
ii)	Format – 2	10
iii)	Format - 3	11
iv)	Format - 4	12
v)	Format - 5	13
vi)	Format - 6	14
vii)	Format - 7	15
16.	Annexure I – Terms of Reference	16

1. TEXT OF ADVERTISEMENT

**Directorate General Fire Services, Civil Defence and Home Guards
Ministry of Home Affairs, Govt of India
East Block-7, Level 7, Sect -1
RK Puram, New Delhi – 110066**

INVITATION FOR EXPRESSION OF INTEREST

Directorate General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, Govt of India invites sealed Expression of Interest (EOI) from Consulting agencies for Hiring of Consulting Services for Bid Process Management (detailed scope of work is available at **Annexure-I**) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.dgfscdhg.gov.in.

Further details, if any, may be obtained from Director General Fire Services, Civil Defence and Home Guards, East Block 7, Level 7, Sec 1 RK Puram, New Delhi-110066 during working hours.

Last date for submission of EOI is 31 January 2023 up to 1700 hrs. Sealed envelope marked to the captioned address, containing EOI and other supporting documents may be submitted mentioning “Expression of Interest (EOI) from Consulting agencies for Hiring of Consulting Services for Bid Process Management to carry out Civil Defence Audit/Assessment of Bordering and Coastal States of India” on the top cover:

“Director General Fire Service, Civil Defence and Home Guards,
Ministry of Home Affairs,
East Block 7, Level 7, Sec 1 RK Puram, New Delhi-110066”

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of DG FS CD & HG. Bid Document will be subsequently issued to the short-listed applicants only.

Umesh Sharma
ADG CD (Comm),
Directorate General Fire Services,
Civil Defence and Home Guards
Ministry of Home Affairs

Note: Office of DG FS CD & HG or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Office of DG FS CD & HG reserves the right to amend/add further details in the EOI.

2. LETTER OF INVITATION

**Directorate General Fire Services, Civil Defence and Home Guards
Ministry of Home Affairs, Govt of India
East Block-7, Level 7, Sect -1
RK Puram, New Delhi – 110066**

No. VIII-17011/09/2022-DGCD (CD)

Dated:

Dear Sir/Madam,

Directorate General Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs, Govt of India invites sealed Expression of Interest (EOI) from Consulting agencies for Hiring of Consulting Services for Bid Process Management (detailed scope of work is available at **Annexure-I**) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India. The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation, etc, is enclosed.

The EOI Document is also available on the website of this directorate i.e www.dgfscdhg.gov.in.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 31 January 2023 upto 1700 hrs.

**“Director General Fire Service, Civil Defence and Home Guards,
Ministry of Home Affairs,
East Block 7, Level 7, Sec 1 RK Puram, New Delhi-110066”**

Queries if any may be referred in writing to the Director General Fire Services, Civil Defence and Home Guards, at the above-mentioned address or E-mail: dg@dgfscdhg.gov.in

S. No.	Critical Dates	Date	Time
1.	Publishing Date	11 January 2023	0700 Hrs
2.	Document Download Start Date	12 January 2023	1000 Hrs
3.	Document Download End Date	31 January 2023	1700 Hrs
4.	Bid Submission Start Date	12 January 2023	1000 Hrs
5.	Bid Submission End Date	31 January 2023	1700 Hrs
6.	Bid Opening Date	06 February 2023	1100 Hrs

Yours faithfully,

Umesh Sharma
ADG CD (Comm),
Directorate General Fire Services,
Civil Defence and Home Guards
Ministry of Home Affairs

Encl: EOI Document

3.0 Background:

Civil Defence in India operates under the statutory authority of Civil Defence Act, 1968 and primarily deals with the emergency preparation of the Civil Administration in the event of hostile attack, saving life & property and training civilians. Civil Defence Act has been amended by Civil Defence (Amendment) Act 2009 and an additional role of disaster management has been added to the charter of Civil Defence. Civil Defence is primarily organized on voluntary basis except a nucleus of paid staff. Govt of India provides financial assistance to the State Governments to implement necessary Civil Defence measures as specified at Civil Defence Rules, 1968 and Revised Master plan of Civil Defence-2003. Directorate General of Fire Services, Civil Defence and Home Guards, MHA is intending to carry out audit/assessment of Civil Defence preparedness of Bordering and Coastal region of the country.

4.0 Aims & Objectives:

The objective of the EOI is to hire services of a consulting agency for Bid Process Management to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India. The consulting agency would be required to perform following task:

- (a) To prepare Expression of Interest (EOI) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India.
- (b) Based on the response received on EOI, shortlisting of the consultants (minimum three) meeting the requirements
- (c) Preparation of draft Request for Proposal (RFP) or Invitation to Bid (ITB) document (iterations of RFPs) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India
- (d) Assisting DG FS CD & HG in issuing of RFP on various platforms
- (e) Assistance in managing pre-bid meeting and issue corrigendum, if required.
- (f) Assist DG FS CD & HG in evaluation of received bids.
- (g) To evaluate technical bid, prepare technical evaluation committee (TEC) report and recommend eligible consultants.
- (h) Post approval of TEC committee report by the competent authority, assist in opening of financial bids and recommend L1 bidder.
- (i) Any other task related to the project as assigned by DG FS CD & HG.

5.0 Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Directorate General Fire Services, Civil Defence and Home Guards, MHA at the address specified herein earlier. In exceptional circumstances and at its discretion, Directorate General Fire Services, Civil Defence and Home Guards, MHA may extend the deadline for submission of proposals by issuing an amendment to be made available on the official website, in which case all rights and obligations of Directorate General Fire Services, Civil Defence and Home Guards, MHA and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

6.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of Six (06) months initially which may be extended further if required by Directorate General Fire Services, Civil Defence and Home Guards, MHA.

7.0 TERMS OF REFERENCE

The detailed terms of reference are enclosed at **Annexure-I**.

8.0 INSTRUCTIONS TO CONSULTANTS

The Expression of Interest is to be submitted in the manner prescribed below: -

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes: -

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Consultancy organization must have its office in Delhi / NCR.

EOI Documents have been hosted on the website www.dgfscdhg.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

9.0 Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting document	Compliance
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any	
2.	The firm should be in the business of providing similar consultancy services for at least 03 years as on 31.03.2022.	Certificate by Company Secretary of the Bidder's organization	
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2019-20,2020-21 & 2021-22)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization	
4.	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 2019-20,2020-21 & 2021-22) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp	
5.	The Bidder shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 06-08 Lakhs each or (ii). Two similar completed services costing not less than Rs. 8.1-10 Lakhs each or (iii). One similar completed service costing not less than Rs. 12-15 Lakhs each	Copy of Work Order / Contract	
6.	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization	
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory	
8.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.	
9.	Preference will be given to agency/organization having prior experience in Bid Process Management for any Central / State Govt. / Govt. Autonomous Bodies.		
10.	The Bidder must have an office in Delhi / NCR.	Details of branch offices in State/UTs other than Delhi/NCR area, if any, may be submitted.	
*Note: The criteria of prior turnover and prior experience for MSEs is relaxed as per Govt of India, Ministry of MSME, O/o the Development Commissioner Letter No 1(2)(1)/2016-MA dated 10 Mar 2016			

10. Evaluation Criteria and Method of Evaluation:

Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

- (a) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- (b) Agencies who qualify as per the eligibility conditions will be provided a brief about the Civil Defence program. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- (c) DG FS CD & HG will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from DG FS CD & HG.
- (d) Short listed agencies will be issued Bid Documents and asked to submit their priceproposal in a sealed envelope.

11. Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover super scribed, as "EOI for Hiring of Consulting Services for Bid Process Management to select potential consulting agency to carry out Audit/Assessment of Bordering and Coastal States from Civil Defence Perspectives".

12.0 Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform DG FS CD & HG, detailing the conflict in writing as an attachment to this Bid.

DG FS CD & HG will be the final arbiter in cases of potential conflicts of interest. Failure to notify DG FS CD & HG of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

13.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. DG FS CD & HG reserves the right to withdraw EOI and or vary any part thereof at any stage. DG FS CD & HG further reserves the right to disqualify any bidder, should it be so necessary at any stage.

14.0 Last date of submission of EOI:

The last date of submission of EOI is 31 January 2023 (1700 hrs.). Bid Opening Date & Time is 06 February 2023 (1100 hrs.)

15.0 FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,
Director General Fire Services, Civil Defence and Home Guards
East Block 7 Level 7
Sec 1 RK Puram,
New Delhi 110066

Sub: Submission of Expression of Interest to undertake Bid Process management to select potential consulting/auditing agency to carry out Civil Defence Audit/Assessment of Bordering and Coastal States of India.

Dear

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours, Signature of
the applicant [Full name of
applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous?If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Bid Process management					
S. No	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p align="right">Signature of the applicant</p> <p align="right">Full name of applicant</p> <p align="right">Stamp & Date</p>					

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1					
2					
3					

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT -7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Bid Process management to select potential consulting/auditing agency to carry out Civil Defence Audit/Assessment of Bordering and Coastal States of India.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

CIVIL DEFENCE AUDIT/ASSESSMENT OF BORDERING AND COASTAL STATES OF INDIA

16.0

TERMS OF REFERENCE

1. BACKGROUND

Civil Defence in India operates under the statutory authority of Civil Defence Act, 1968 and primarily deals with the emergency preparation of the Civil Administration in the event of hostile attack, saving life & property and training civilians. Civil Defence Act has been amended by Civil Defence (Amendment) Act 2009 and an additional role of disaster management has been added to the charter of Civil Defence. Civil Defence is primarily organized on voluntary basis except a nucleus of paid staff. Govt of India provides financial assistance to the State Governments to implement necessary Civil Defence measures as specified at Civil Defence Rules, 1968 and Revised Master plan of Civil Defence. Directorate General of Fire Services, Civil Defence and Home Guards, MHA is intending to carry out audit/assessment of Civil Defence preparedness in the International Bordering and Coastal region of the country.

2. OBJECTIVES

The objective of the EOI is to hire services of a consulting agency for Bid Process Management to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India. The consulting agency would be required to perform following task:

- (a) To prepare Expression of Interest (EOI) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India.
- (b) Based on the response received on EOI, shortlisting of the consultants (minimum three) meeting the requirements
- (c) Preparation of draft Request for Proposal (RFP) or Invitation to Bid (ITB) document (iterations of RFPs) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India.
- (d) Assisting DG FS CD & HG in issuing of RFP on various platforms
- (e) Assistance in managing pre-bid meeting and issue corrigendum, if required.
- (f) Assist DG FS CD & HG in evaluation of received bids.
- (g) To evaluate technical bid, prepare technical evaluation committee (TEC) report and recommend eligible consultants.
- (h) Post approval of TEC committee report by the competent authority, assist in opening of financial bids and recommend L1 bidder.
- (i) Any other task related to the project as assigned by DG FS CD & HG.

3. TERMS OF REFERENCE

The consulting agency shall be required to perform below mentioned activities: -

- (a) To prepare the Expression of Interest (EOI) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India complying with the guidelines of GFR 2017, Manual of procurement of consultancy and other services and CVC guidelines.
- (b) To evaluate response of EOIs and identify likely consultants

- (c) To prepare Request for Proposals (RFPs) or Invitation to Bid (ITB) document (iterations of RFPs) to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India, complying with the guidelines of GFR 2017, Manual of procurement of consultancy and other services and CVC guidelines.
- (d) To manage pre-bid meetings and incorporate changes in the RFP, if required.
- (e) To evaluate the technical and financial bids.
- (f) To recommend the L-1 bidder.
- (g) Any other task related to the project as assigned by DG FS CD & HG
- (h) The consultants may also provide their comment on the objectives and scope of work projected in the enquiry.
- (i) At every stage of the project, secrecy of data is required to be maintained by the consultant. Any pilferage / leakage / misuse of project data may lead to blacklisting of consultant. All the project data (raw as well as processed data) is required to be handed over back to DG FS CD & HG.

4. TIME SCHEDULE

A draft Expression of Interest (EOI) document to select the potential consulting/auditing agency to carry out Civil Defence Preparedness Audit / Assessment of Bordering and Coastal States of India complying with the guidelines of GFR 2017, Manual of procurement of consultancy and other services and CVC guidelines would be prepared and submitted within 15 working days of the award of the project. Based on the response received on EOI, shortlisting of the consultants (minimum three) meeting the requirements within 7 working days of opening of EOI, preparation of draft Request for Proposal (RFP) document (iterations of RFPs) and submission within 15 working days, assisting DG FS CD & HG in issuing of RFP on various platforms within 2 working days of approval of RFP. Assistance in managing pre-bid meeting and issue corrigendum, if required within 3-4 working days of pre-bid meeting. Assist DG FS CD & HG in opening of received bids. To evaluate technical bid, prepare technical evaluation committee (TEC) report and recommend eligible consultants within 10 working days on opening of technical bids. Post approval of TEC committee report by the competent authority, assist in opening of financial bids and recommend L1 bidders within 10 working days.

5. INPUTS TO BE PROVIDED BY DG FS CD & HG

DG FS CD & HG will facilitate preparation of detailed scope of work and work schedule, preliminary checklist, etc, required for preparation of EOI and RFP document. On successful completion of project, completion report will also be provided to the consultant.

6. DELIVERABLES

The Consultant shall submit following deliverables:

- (a) Draft Expression of Interest document
- (b) Recommended list of consultants
- (c) Draft Request for Proposal document including corrigendum, if any
- (d) Technical Evaluation Committee report
- (e) Recommendation of L1 bidder
